
U.S. Department of State Records Schedule

Chapter 16: Oceans and International Environmental Scientific Affairs

Assistant Secretary and Principal Deputy Assistant Secretary**A-16-010-01 Assistant Secretary - Subject Files**

Description: Memorandum of understanding, telegrams, airmgrams, congressional, position papers, letters, general correspondence, reports, handwritten notes, policy papers, and other documentation. Documents international environmental, oceanic, nuclear and scientific affairs.

Disposition: Permanent. Cut off at the end of the incumbents tenure and retire to the RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-93-27, item 1 **Date Edited:** 4/1/1999

A-16-010-02 Assistant Secretary - Chronological Files

Description: Incoming and outgoing correspondence, telegrams, airmgrams, reports, memorandums, background notes and other documentation acted on or signed by the Assistant Secretary.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-93-27, item 2 **Date Edited:** 4/1/1999

A-16-010-03 Principal Deputy Assistant Secretary - Subject Files

Description: Memoranda of understanding, letters, telegrams, airmgrams, briefing notes, talking points, press releases, position papers and other documentation. Documents international, environment, oceanic and scientific affairs.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-93-27, item 3 **Date Edited:** 4/1/1999

A-16-010-04 Principal Deputy Assistant Secretary - Chronological Files

Description: Incoming and outgoing General correspondence telegrams, airmgrams memorandum of understanding, reports, position papers and other documentation.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-93-27, item 4 **Date Edited:** 4/1/1999

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Office of the Executive Director

A-16-020-01	Executive Director - Subject Files - Arranged by subject
Description:	Memoranda, telegrams, memoranda of understanding, inspection reports, decision papers, general correspondence, meeting reports, action documents, organization papers and other documents. Documents used by the Executive Director in directing the administration, management and mission of the Bureau. a. Documents that define, discuss and or establish precedent.
Disposition:	Destroy when 7 years old.
DispAuthNo:	N1-059-93-28, item 1a Date Edited: 4/1/1999
A-16-020-01a	Executive Director - Subject Files - Arranged by subject
Description:	Memoranda, telegrams, memoranda of understanding, inspection reports, decision papers, general correspondence, meeting reports, action documents, organization papers and other documents. Documents used by the Executive Director in directing the administration, management and mission of the Bureau. b. Extra copies
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-059-93-28, item 1b Date Edited: 4/1/1999
A-16-020-02	Deputy Director Files - Arranged by subject
Description:	Memoranda, telegrams, memoranda of understanding, decision papers, minutes of meetings and other documents used by the Deputy Director.
Disposition:	Destroy when 6 years old.
DispAuthNo:	N1-059-93-28, item 2 Date Edited: 4/1/1999
A-16-020-03	Program Planning Guidance - Arranged by subject
Description:	Memoranda, background materials, financial plans, guidelines, policies, plans and other documents. Documents policies, program and mission goals.
Disposition:	Retire to RSC when 5 years old. Destroy when 10 years old.
DispAuthNo:	N1-059-93-28, item 3 Date Edited: 4/1/1999

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A-16-020-04 Fishery Commission Files - Arranged by subject

Description: Letters, telegrams, memoranda of understanding, reports, letters and other documents, background material, airgrams, financial documents, and other documents. Documents historical activities, policies, and plans of the International Fishery Commission.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-93-28, item 4

Date Edited: 4/1/1999

A-16-020-05 Advisory Committee Files - Arranged by subject

Description: Memoranda, telegrams, advisory committee reports, annual tabular reports, reference material, position papers, plans, programs, policies and documents. Documents the activities and plans of the OES Advisory Committee.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-93-28, item 5

Date Edited: 4/1/1999

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A-16-030-03	Organization and Agencies Files - Arranged by name of organization or agency
Description:	Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agenda, and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports, and other material relating to U.S. participation in international organizations and agencies touching upon environmental, health, and natural resources matters.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-30, item 3
	Date Edited: 4/1/1999
A-16-030-04	Country Files - Arranged by name and country. In a very few cases, a file may be further divided by special topic.
Description:	General correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers, briefing materials, notes, and other documentation, pertaining to the formulation and development of policy on the environment, health, and natural resources as those topics relate to specific countries.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-30, item 4
	Date Edited: 4/1/1999
A-16-030-05	Chronological Files
Description:	Memoranda, correspondence, telegrams, airgrams, reports, background materials, reports, and other materials, they provide documentation on environmental, health, and natural resources affairs.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to National Archives when 30 years old.
DispAuthNo:	N1-059-93-30, item 5
	Date Edited: 4/1/1999

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Office of Environmental Quality and Transboundary Issues - OES/EQT**A-16-031-01 Office of Environmental Quality and Transboundary Issues - Subject Files**

Description: General correspondence, telegrams, airgrams, reports handwritten notes, drafts, background material, reference material, action documents and other documents. Documents U.S. policy, bilateral and multilateral decisions regarding environmental pollution, acid rain, air pollution, chemical controls, movements of hazardous waste and other issues related to environment.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-30, item 6 **Date Edited:** 5/17/2017

A-16-031-02 Country Files

Description: Reports, general correspondence, reference material, background material, memorandum of understanding, congressional, action documents and other documents. Documents U.S policy and cooperative environmental initiatives regarding air pollution, chemical controls, sewage waste management, water pollution, toxic waste and other environmental and pollution issues in a specific country.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-30, item 7 **Date Edited:** 4/1/1999

A-16-031-03 Organization and Conference Files - Arranged by subject

Description: General correspondence, memoranda of conversation minutes, background material, position papers, speeches, resolutions, intelligence reports, reference material and other material. Documents U.S. participation in national and international organizations which address environmental and health issues.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-30, item 8 **Date Edited:** 4/1/1999

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A-16-031-04a **Background/Briefing Books**

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, policy and position papers, and reference material which documents U.S. Policy positions on conservation and health matters.

 a. Master copy.

Disposition: Permanent. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-30, item 9a **Date Edited:** 4/1/1999

A-16-031-04b **Background/Briefing Books**

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, policy and position papers, and reference material which documents U.S. Policy positions on conservation and health matters.

 b. Extra copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-059-93-30, item 9b **Date Edited:** 4/1/1999

A-16-031-05 **Public Comments**

Description: Electronic and hard-copy documents received in response to the public comment period for Presidential permit applications, which are legally required for proposed cross-border infrastructure. Electronic files have been posted to regulations.gov; hard-copy documents are arranged by date.

Disposition: Temporary. Cutoff when public comment period closes. Retire hard-copy records to the RSC after the public comment period closes or when no longer needed for reference purposes. Destroy/delete all files 10 years after date of last comment.

DispAuthNo: DAA-0059-2014-0023-0001 **Date Edited:** 5/17/2017

A-16-031-06 **Application Review Files**

Description: Formal applications, supporting documentation, correspondence, memoranda, forms and other material created/received in the course of OES/E/EQT review of Presidential permit applications. Records are maintained in both hard-copy and electronic form.

Disposition: Temporary. Cutoff when the final application decision is issued. Delete/destroy 15 years after cutoff.

DispAuthNo: DAA-0059-2014-0023-0002 **Date Edited:** 5/17/2017

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A-16-031-07 Administrative Review Document (ARD)

Description: The ARD contains records that summarize each step in the permitting process and all interactions with every entity contacted, including communication with all Federal, state, local, and tribal government officials, the public, and consultants. Records include: proposals; conflict of interest statements; financial reports; progress reports; interviews; maps of the areas impacted by the proposed project, including cultural and environmental resources (often as shape files); meeting summarizations; site reports from various federal, state, and local agencies on the estimated impact of the proposed project on a variety of subjects; application review documents; correspondence; contracts; and public comments.

Disposition: Permanent. Cutoff when final decision is issued. Transfer to NARA 25 years after cutoff.

DispAuthNo: DAA-0059-2014-0023-0003

Date Edited: 5/17/2017

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Office of Water and Conservation – OES/ECW**A-16-032-01 Office of Ecology, Environmental Protection - Subject Files**

Description: General correspondence, telegrams, airmgrams, reports, handwritten notes, drafts, background material, reference material, action documents and, other material. Documents U.S. policy and decisions regarding the long term sustainability of the earth natural resources, including tropical forests, wetlands, wildlife and biological diversity.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years in 5-year blocks.

DispAuthNo: N1-059-93-30, item 10 **Date Edited:** 4/1/1999

A-16-032-02 Country Files

Description: Reports, general correspondence, reference material, background materials, memoranda of understanding, congressionals, action documents, letters and other material. Documents U.S. and cooperative conservation initiatives regarding earth resources, tropical forest, wildlife, wetlands and biodiversity in a specific country.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-30, item 11 **Date Edited:** 4/1/1999

A-16-032-03 World Heritage Convention, Enterprise for the Americas Institutes, World Commission on Environment and Development, U.N. Environmental Program, Convention on Endangered Species and Ramstar, International Convention on Wetlands

Description: Organization and Conference Files. Arranged by organization. General correspondence, telegrams, memoranda of conversation, minutes, background material, position papers, speeches, resolutions, intelligence reports, reference material and other material. Documents U.S. participation in national and international organizations which address conservation and health issues.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-30, item 12 **Date Edited:** 4/1/1999

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A-16-032-04	Conference and Administrative Files - Arranged by organization
Description:	Correspondence, telegrams, worksheets, forms, conference material, meeting agenda and other documents pertaining to administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegations, security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by U.S. for each conference.
Disposition:	Destroy 3 years after conference.
DispAuthNo:	N1-059-93-30, item 13
Date Edited:	4/1/1999
A-16-032-05	Agreement Files - Arranged chronologically
Description:	Full and partial text copies of bilateral and multilateral agreements on conservation, maintained separately from the subject files as a collection in a filing cabinet or on shelf, and used as reference material only.
Disposition:	Destroy when no longer needed for reference purposes.
DispAuthNo:	N1-059-93-30, item 14
Date Edited:	4/1/1999
A-16-032-06a	Briefing Books
Description:	Records relating to visits by foreign dignitaries and other high-level officials. Included are briefing papers prepared for the secretary and other high-level department officials outlining essential information for use in meetings, international conferences or other important activities. a. Master copy.
Disposition:	Permanent. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-30, item 15a
Date Edited:	4/1/1999
A-16-032-06b	Briefing Books
Description:	Records relating to visits by foreign dignitaries and other high-level officials. Included are briefing papers prepared for the secretary and other high-level department officials outlining essential information for use in meetings, international conferences or other important activities. b. Extra copies.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-93-30, item 15b
Date Edited:	4/1/1999

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Office of Global Change

A-16-033-01 Office of Global Change - Subject Files

Description: Telegrams, general correspondence, airgrams, reports, handwritten notes, reference material diplomatic notes, drafts, background material, action documents and other documents. Documents U.S. proposals and policies related to Global Change.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years in 5-year blocks.

DispAuthNo: N1-059-93-30, item 16 **Date Edited:** 4/1/1999

A-16-033-02 Country Files

Description: Memorandums, reports, general correspondence, reports, reference material, background material, memorandum of understanding, action documents, drafts, congressional and other documents. Documents U.S. policy and cooperative initiatives in a specific country.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years in 5-year blocks.

DispAuthNo: N1-059-93-30, item 17 **Date Edited:** 4/1/1999

A-16-033-03 Organization and Conference Files - Arranged by organization

Description: General correspondence, memoranda of conversation, minutes, background material, position papers, speeches intelligence reports, and other material Documents U.S. participation in national and international organizations which address conversation and health issues, and international and U.S. policy positions on Global change. Includes the national and international organizations such as OECD, ECE, the preparatory committee for UNCED, the General Assembly, the intergovernmental Panel on Climate Change (IPCC) and U.S. Man and the Biosphere (MAB) Program.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-30, item 18 **Date Edited:** 4/1/1999

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A-16-033-04a	Background/Briefing Books
Description:	Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, position papers, and reference material documenting U.S. policy on Global Change. a. Master copy.
Disposition:	Permanent. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-30, item 19a
Date Edited:	4/1/1999
A-16-033-04b	Background/Briefing Books
Description:	Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, position papers, and reference material documenting U.S. policy on Global Change. b. Extra copies.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-93-30, item 19b
Date Edited:	4/1/1999
A-16-033-10	Man and the Biosphere Program - Subject Files
Description:	General correspondence, telegrams, airgrams, reports, handwritten notes, drafts, background materials, reference materials, maps, news articles, slides and other material. Documents management and policy-related research pertaining to environmental subjects.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-30, item 20
Date Edited:	4/1/1999
A-16-033-11	Program and Project Files - Arranged by project and country
Description:	Reports, general correspondence, reference material, background material, memorandum of understanding, congressional, action documents and other documents. Documents U.S policy and cooperative and initiatives in specific countries.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 2 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-30, item 21
Date Edited:	4/1/1999

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A-16-033-12	Agency and Organization Files - Arranged according to agency
Description:	Annual reports, general correspondence, memoranda of conversation, background material, reference material, reports, and other agency documents. Documents agency and other and organizations which are engaged in environmental research, mainly the private sector.
Disposition:	Screen every 2 years and dispose of non-current material which are not needed for current operations.
DispAuthNo:	N1-059-93-30, item 22
Date Edited:	4/1/1999
A-16-033-13	Personnel Files (Non-State Department Personnel)
Description:	Resumes, biographic information, background information, reports, proposals and other documents. Documents individuals who wish to participate in grants and projects.
Disposition:	Destroy when 5 years old.
DispAuthNo:	N1-059-93-30, item 23
Date Edited:	4/1/1999
A-16-033-14	Meeting Files
Description:	International coordinating council meetings, advisory committee meetings on MAB reserves, Directorate meetings, U.S. executive committee meetings, mission statements, meeting reports, general correspondence, background material, handwritten notes, meeting location, dates of meetings and other documents. Documents the decision making process, plans, activities and policies.
Disposition:	Permanent. Retire to RSC when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-30, item 24
Date Edited:	4/1/1999
A-16-033-15	Chronological Files - Arranged by month and year
Description:	Duplicate copies of each outgoing and incoming communication, such as telegrams, airgrams, letters and reports, maintained in chronological order by month, and used for reference purposes only.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-93-30, item 25
Date Edited:	4/1/1999
A-16-033-16	Biosphere Reserve Files - Arranged by name of biosphere
Description:	Publications, correspondence, descriptions of activities, designation of areas within the U.S. as biosphere reserves and dedication ceremonies.
Disposition:	Destroy when 20 years old.
DispAuthNo:	N1-059-93-30, item 26
Date Edited:	4/1/1999

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A-16-033-17 Country Files

Description: Telegrams, correspondence, reports, publications, and other material relating to MAB programs and activities in other countries.

Disposition: Destroy when 20 years old.

DispAuthNo: N1-059-93-30, item 27 **Date Edited:** 4/1/1999

A-16-033-18 Directorates Files - Arranged by name of Directorate

Description: Letters, memorandums, reports, memberships, financial reports, reference material, background information and other material on activities of the various directorates and the issues with which they deal. Documents activities and decisions of the Directorates.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-30, item 28 **Date Edited:** 4/1/1999

A-16-033-19 Publications Files

Description: Record set of all U.S. MAB publications including U.S. MAB Bulletin and periodic special publications. Arranged chronologically by date.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-93-30, item 29 **Date Edited:** 4/1/1999

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A-16-033-20 **Transitory Records**

Description: Publications Request Files.

Records required only for a short time (generally less than 180 days) and that are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include, but are not limited to:

- messages coordinating schedules, appointments, and events
- transmittal documents such as e-mail, letters, cover memos, and facsimile cover sheets that do not provide evidence of approval, concurrence, or decision-making, or include substantive comments
- received copies of circulated internal information such as agency instructions, notifications, circulars, newsletters, and email blasts to employees
- messages received from agency distribution lists or listservs
- “to-do” or task lists and assignments

Disposition: Temporary. Destroy when no longer needed for business use, or according to agency predetermined time period or business rule. (Supersedes GRS 23, item 6a; GRS 23, item 6b; and GRS 23, item 7)

DispAuthNo: DAA-GRS-2017-0003-0001 (G **Date Edited:** 9/25/2017

A-16-033-21a **Environmental Research Proposal Files - Organized by grant number**

Description: Scientific reports, proposals, evaluation proposals, perspectives, per reviews correspondence, background material, grant agreement, disbursement papers and other documents pertaining to MAB Program.

a. Successful Proposals.

Disposition: Destroy 5 years after the final report is received.

DispAuthNo: N1-059-93-30, item 31a **Date Edited:** 4/1/1999

A-16-033-21b **Environmental Research Proposal Files - Organized by grant number**

Description: Scientific reports, proposals, evaluation proposals, perspectives, per reviews correspondence, background material, grant agreement, disbursement papers and other documents pertaining to MAB Program.

b. Unsuccessful Proposals.

Disposition: Destroy 1 year after decision not to fund project.

DispAuthNo: N1-059-93-30, item 31b **Date Edited:** 4/1/1999

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Deputy Assistant Secretary, Oceans and Fisheries - OES/O

A-16-040-01	Deputy Assistant Secretary Files - Arranged by subject, country, and chronologically
Description:	Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy positions relating to U.S. interests in international oceans and fisheries issues. These records are handled directly by the Deputy Assistant Secretary without being sent to an action office.
Disposition:	Permanent. Retire to RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-93-32, item 1
Date Edited:	4/1/1999
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A-16-040-02	Daily Activities Records - Arranged chronologically
Description:	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of an official capacity created and maintained in hard copy or electronic form, excluding materials determined to be personal.
Disposition:	Permanent. Retire to RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-93-32, item 2
Date Edited:	4/1/1999
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A-16-040-03	Subject and Country Files
Description:	Correspondence, telegrams, airgrams, speeches, press releases, background papers, Congressionals, and other documentation, received or sent by the Deputy Assistant Secretary, reflecting policy formulation on nuclear non-proliferation, application of international safeguards, nuclear export and control policies, nuclear cooperative agreements, and international initiatives in energy technology matters.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-93-32, item 3
Date Edited:	4/1/1999
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A-16-040-04 Organization and Conference Files - Arranged by organization, thereunder by conference date

Description: Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in national and international organizations which address nuclear energy and energy technology concerns.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-93-32, item 4 **Date Edited:** 4/1/1999

A-16-040-05 Chronological Files - Arranged by month and year

Description: Duplicate copies of each outgoing and incoming communication, such as telegrams, airgrams, letters and reports, maintained in chronological order by month, and used for reference purposes only.

Disposition: Permanent. Retire to RSC at the end of incumbent tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-32, item 5 **Date Edited:** 4/1/1999

A-16-040-06 Conference Administrative Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-059-93-32, item 6 **Date Edited:** 4/1/1999

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Office of Marine Conservation - OES/OMC**A-16-041-01 Subject and Country Files**

Description: Correspondence, telegrams, airmgrams, memoranda, and other documentation pertaining to fishery conservation and management, and negotiation and implementation of international fishery agreements.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-32, item 7

Date Edited: 4/1/1999

A-16-041-02 Organization and Conference Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airmgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports and reference material documenting the U.S. participation in international organizations, and covering issues related to Fishery matters.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-32, item 8

Date Edited: 4/1/1999

A-16-041-03 Conference Administrative Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airmgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference

DispAuthNo: N1-059-93-32, item 9

Date Edited: 4/1/1999

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A-16-041-04	Negotiation and Agreement Files - Arranged by subject, thereunder chronologically
Description:	Consists of documentation relating to the accession and ratification of agreements in which the U.S. is a participant. Contains correspondence, copies of agreements and supporting documentation, copies of legislation, observation, and other material associated with bilateral and multilateral agreements and conventions on Fishery matters.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 10
	Date Edited: 4/1/1999
A-16-041-05	Agreement Reference Files - Arranged by subject, thereunder chronologically
Description:	Full and partial text copies of bilateral and multilateral agreements on fishery matters, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.
Disposition:	Destroy when no longer needed for reference purposes.
DispAuthNo:	N1-059-93-32, item 11
	Date Edited: 4/1/1999
A-16-041-06	Commercial Fishing Vessel Case Files - Arranged by vessel name, thereunder by case
Description:	Consist of copies of fishing license applications and permits of Department of Commerce origin, telegrams, airgrams, memoranda, background material, reference material, general correspondence, reports, and other related material supporting OES/OFAs position on individual fishing vessel cases.
Disposition:	Cut off in 5-year blocks. Retire to RSC when 5 years old. Destroy when 20 years old.
DispAuthNo:	N1-059-93-32, item 12
	Date Edited: 4/1/1999
A-16-041-07a	Fisherman Guarantee Fund Files - Arranged by vessel name, thereunder chronologically
Description:	Insurance applications and agreements, certificates of vessel ownership, photocopies of personal/company checks, and other material required to process insurance claims on lost catch or fishing equipment or seizure of fishing vessel. a. General History and Program Administration.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 13a
	Date Edited: 4/1/1999

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A-16-041-07b **Fisherman Guarantee Fund Files**

Description: Insurance applications and agreements, certificates of vessel ownership, photocopies of personal/company checks, and other material required to process insurance claims on lost catch or fishing equipment or seizure of fishing vessel.

b. Case Files on Seized Vessels.

Disposition: Destroy 5 years after case is closed.

DispAuthNo: N1-059-93-32, item 13b

Date Edited: 4/1/1999

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Office of Ocean and Polar Affairs - OES/OPA**A-16-042-10 Director Files - Arranged by subject, country, and chronologically**

Description: Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation, received or sent by the Director, reflecting the activities of the Divisions of Marine Science and Technology, Polar Affairs, and Marine Law and Policy. Copies of a large portion of these documents reside in action offices. A smaller portion consists of documents not duplicated as they are handled directly by the Director without being sent to an action office.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-32, item 14 **Date Edited:** 4/1/1999

A-16-042-11 Organization and Conference Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports and reference material documenting the U.S. participation in international organizations, and covering issues related to oceans affairs.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-32, item 15 **Date Edited:** 4/1/1999

A-16-042-12 Conference Administrative Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-059-93-32, item 16 **Date Edited:** 4/1/1999

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A-16-042-20	Marine Law and Policy Division - Subject and Country Files
Description:	Correspondence, telegrams, airgrams, and other documentation pertaining to the policy, development, and implementation of oceans law, as it applies to ocean resources, navigation, boundaries, and environment, and reflecting the decisions taken by OA/MLP on marine law and policy matters.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 17
	Date Edited: 4/1/1999
A-16-042-21	Marine Law and Policy Division - Organization and Conference Files - Arranged by organization, thereunder by conference date
Description:	Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the oceans law and policy.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 18
	Date Edited: 4/1/1999
A-16-042-22	Marine Law and Policy Division - Maritime Boundary Files - Arranged by country, region, and subject
Description:	Bilateral and multilateral boundary negotiation documents and final agreements in which the U.S. is a participant and non-participant. Documents include telegrams, airgrams, memoranda, policy and position papers, demarcated maps, letter-size map negatives, technical reports, and reference materials documenting the negotiating history of maritime boundary agreements.
Disposition:	Permanent. Retire to RSC 1 year after agreement is concluded. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 19
	Date Edited: 4/1/1999
A-16-042-23	Marine Law and Policy Division - Agreement Reference Files - Arranged by subject, thereunder chronologically
Description:	Full and partial text copies of bilateral and multilateral agreements establishing ocean law, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.
Disposition:	Destroy when no longer needed for reference purposes.
DispAuthNo:	N1-059-93-32, item 20
	Date Edited: 4/1/1999

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A-16-042-24a	Marine Law and Policy Division - Background/Briefing Books
Description:	Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on oceans law. a. Master Copy.
Disposition:	Permanent. Retire to RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 21a Date Edited: 4/1/1999
A-16-042-24b	Marine Law and Policy Division - Background/Briefing Books
Description:	Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on oceans law. b. Extra Copies.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-93-32, item 21b Date Edited: 4/1/1999
A-16-042-30	Marine Science and Technology Division - Subject and Country Files
Description:	Correspondence, telegrams, airgrams, and other documentation pertaining to the coordination of activities related to marine science and technology issues, such as marine pollution, sea exploration, and special waters of the South Pacific and Caribbean, and reflecting the decisions taken by OA/MST on marine science and technology matters.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 22 Date Edited: 4/1/1999

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A-16-042-31 Marine Science and Technology Division - Organization and Conference Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airmgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the marine science and technology.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-32, item 23 **Date Edited:** 4/1/1999

A-16-042-32 Marine Science and Technology Division - Conference Administrative Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airmgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-059-93-32, item 24 **Date Edited:** 4/1/1999

A-16-042-33 Marine Science and Technology Division - Agreement Reference Files - Arranged by subject, thereunder chronologically

Description: Full and partial text copies of bilateral and multilateral agreements on marine science and marine technology, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-059-93-32, item 25 **Date Edited:** 4/1/1999

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A-16-042-34a	Marine Science and Technology Division - Background/Briefing Books
Description:	Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on marine science and technology. a. Master Copy.
Disposition:	Permanent. Retire to RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 26a
	Date Edited: 4/1/1999
A-16-042-34b	Marine Science and Technology Division - Background/Briefing Books
Description:	Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on marine science and technology. b. Extra Copies.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-93-32, item 26b
	Date Edited: 4/1/1999
A-16-042-35	Marine Science and Technology Division - Research Vessel Case Files - Arranged by vessel name, thereunder by case number
Description:	Correspondence, telegrams, airgrams, reports, requests for clearance and visas, navigation route plans, and other related material regarding national and international research vessel projects.
Disposition:	Cut off in 5-year blocks. Retire to RSC when 5 years old. Destroy when 20 years old.
DispAuthNo:	N1-059-93-32, item 27
	Date Edited: 4/1/1999
A-16-042-36	Marine Science and Technology Division - Research Vessel Tracking System - Arranged by vessel name
Description:	An electronic information system designed to record research vessel data, such as vessel name and number, project dates, research equipment delivery, and other data related to research vessel activities.
Disposition:	Transfer data to magnetic tape periodically. Purge data from tape when 5 years old.
DispAuthNo:	N1-059-93-32, item 28
	Date Edited: 4/1/1999

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A-16-042-40	Polar Affairs Division - Subject and Country Files
Description:	Correspondence, telegrams, airgrams, and other documentation pertaining to Arctic and Antarctic issues, such as Arctic and Antarctic scientific research, wildlife and environmental preservation, and mineral resource exploration, and reflecting the decisions taken by OA/PA on Arctic and Antarctic matters.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 29
Date Edited:	4/1/1999
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A-16-042-41	Polar Affairs Division - Organization and Conference Files - Arranged by organization, thereunder by conference date
Description:	Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the Arctic and Antarctic.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 30
Date Edited:	4/1/1999
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A-16-042-42	Polar Affairs Division - Conference Administrative Files - Arranged by organization, thereunder by conference date
Description:	Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.
Disposition:	Destroy 3 years after end of conference.
DispAuthNo:	N1-059-93-32, item 31
Date Edited:	4/1/1999
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A-16-042-43	Polar Affairs Division - Maritime Boundary Files - Arranged by country, region, and subject
Description:	Bilateral boundary negotiation documents and final agreements in which the U.S. is a participant. Documents include telegrams, airgrams, memoranda, policy and position papers, demarcated maps, technical reports, and reference materials documenting the negotiating history of maritime boundary agreements.
Disposition:	Permanent. Retire to RSC 1 year after agreement is concluded. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 32
Date Edited:	4/1/1999
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A-16-042-44	Polar Affairs Division - Agreement Reference Files - Arranged by subject, thereunder chronologically
Description:	Full and partial text copies of bilateral and multilateral agreements on Arctic and Antarctic issues, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.
Disposition:	Destroy when no longer needed for reference purposes.
DispAuthNo:	N1-059-93-32, item 33
Date Edited:	4/1/1999
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A-16-042-45a	Polar Affairs Division - Background/Briefing Books
Description:	Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on the Arctic and Antarctic. a. Master Copy.
Disposition:	Permanent. Retire to RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-32, item 34a
Date Edited:	4/1/1999
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A-16-042-45b	Polar Affairs Division - Background/Briefing Books
Description:	Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on the Arctic and Antarctic. b. Extra Copies.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-93-32, item 34b
Date Edited:	4/1/1999

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Deputy Assistant Secretary for Science, Space, and Health - OES/S

A-16-050-01 Administrative Records Maintained in any Agency Office

Description: Science and Technology Affairs records that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:

- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
- office-level administrative policies and procedures and files related to their development (see Note 1)
- calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
- informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
- internal office activity and workload reports
- studies and analyses of office administrative functions and activities
- non-mission related management reviews and surveys
- minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

Temporary. Destroy when business use ceases.

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 23, item 1)

DispAuthNo: DAA-GRS-2016-0016-0001 (G **Date Edited:** 9/21/2017

A-16-050-02 Subject Files

Description: General correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers, briefing materials, notes, and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy positions relating to U.S. interest in science and technology issues.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-33, item 2 **Date Edited:** 4/1/1999

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A-16-050-03	Organization and Agencies - Arranged by name of organization or agency
Description:	Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agenda, and minutes, policy and position papers, bilateral and multilateral agreements, talking points intelligence reports, and other material relating to U.S. participation in international organizations and agencies touching upon science and technology matters.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-33, item 3
	Date Edited: 4/1/1999
A-16-050-04	Country Files
Description:	General correspondence, reports, action memoranda, formal/informal memoranda, other agency documents, negotiations, briefing papers, airgrams, telegrams memoranda of understanding and other related documents. Documents the general and activities and programs of U.S. bilateral and multilateral Science and technology as that topic relates to specific countries.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-33, item 4
	Date Edited: 4/1/1999
A-16-050-05	Chronological Files
Description:	General correspondence, memoranda, telegrams, airgrams, meeting reports, reference materials and other related documents. Documents activities and issues related to science and technology.
Disposition:	Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-93-33, item 5
	Date Edited: 4/1/1999

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Office of Space and Advanced Technology**A-16-051-01 Program Files - Arranged by subject and country**

Description: Memoranda of understanding, reports, general correspondence, situation reports, telegrams, airmgrams, meeting reports, minutes, reference material, and other documents. Pertains to information which coordinate and oversee U.S. Government activities related to national and international space programs and issues (bilateral and multilateral) including civil space-related technology transfers and advanced technologies.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-33, item 6 **Date Edited:** 4/1/1999

A-16-051-02 Organization and Conference Files - Arranged by organization, thereunder by conference

Description: General correspondence, memoranda of conversation, position papers, speeches, background material, reference material, meeting reports, telegrams, airmgrams and other documents.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-93-33, item 7 **Date Edited:** 4/1/1999

A-16-051-03 Conference Administrative Files - Arranged by organization, thereunder by country

Description: Correspondence, worksheets, meeting agenda, meeting delegations, and other documents pertaining to administrative aspects of national and international conferences, arrangements for acquisition of conference supplies and equipment, delegations security clearances, requests for issuance of travel and lodging arrangements, and other administrative activities undertaken by U.S. for each conference.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-059-93-33, item 8 **Date Edited:** 4/1/1999

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A-16-051-04 Space Shuttle Mission Files - Arranged chronologically

Description: Memoranda, telegrams, maps, mission charts, letters, general correspondence, reference and background material, mission reports and other documents. Documents the space shuttle missions.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-33, item 9 **Date Edited:** 4/1/1999

A-16-051-05 Negotiation and Agreement Files - Arranged chronologically

Description: Consists of documentation relating to the accession and ratification of agreements in which the U.S. is a participant. Contains correspondence, copies of agreements and supporting documentation, copies of legislation, observation, and other material associated with bilateral and multilateral agreements and conversations on transfer of space related-technology.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-33, item 10 **Date Edited:** 4/1/1999

A-16-051-06a Intermediary Records

Description: U.S. Space Objects Registry. Includes data manually entered into the database from faxes, letters, and other documentation provided by Department of Defense (DOD), Federal Aviation Administration (FAA), and various other sources that include name of objects, name of launching state or states; appropriate designator or registration number; date and territory or location of launch; orbital parameters (nodal period, inclination, apogee, perigee); and general function and status of the space object for each items listed.

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)

DispAuthNo: DAA-GRS-2017-0003-0002 (G **Date Edited:** 9/26/2017

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A-16-051-06b	U.S. Space Objects Registry
Description:	Master Data File: The Space Objects Registry is a cumulative database of all space objects launched by the United States. Data files contain the following information concerning each space object listed in the database: name of objects, name of launching state or states; appropriate designator or registration number; date and territory or location of launch; orbital parameters (nodal period, inclination, apogee, perigee); and general function and status of the space object.
Disposition:	Permanent. Create database snapshot every 5 years and pre-accession to National Archives. Transfer legal custody of snapshot to NARA when 25 years old.
DispAuthNo:	N1-059-09-35, item 1b Date Edited: 6/15/2010
A-16-051-06c	U.S. Space Objects Registry Reports
Description:	System Output: Reports generated and sent to UN Secretary-General for inclusion into UN Register of Objects Launched into Outer Space.
Disposition:	Permanent. Cut off at end of calendar year. Transfer to NARA 25 years after cut off.
DispAuthNo:	N1-059-09-35, item 1c Date Edited: 6/15/2010
A-16-051-06d	U.S. Space Objects Registry
Description:	System Documentation: Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, operations and maintenance guide.
Disposition:	Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates. (Supersedes GRS 20, item 11a[2]).
DispAuthNo:	GRS 3.1, item 050 Date Edited: 5/20/2015

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A-16-051-06e **U.S. Space Objects Registry**

Description: Backup of Files: Electronic copy, considered by the agency to be a Federal record, of the master copy of electronic record or file retained in case the master file or database is damaged or inadvertently erased. Incremental backups are done daily; full backups are done weekly and monthly to storage area network on disc.

Disposition: Temporary. Destroy immediately after the identical records have been captured in a subsequent backup file or at any time after the transfer has been signed by the National Archives. (Supersedes GRS 20, item 8a).

DispAuthNo: GRS 3.2, item 050

Date Edited: 5/21/2015

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Office of Science and Technology Cooperation – OES/STC**A-16-052-01 Subject Files**

Description: General Correspondence, telegrams, airgrams, reports, meeting reports, reference material, memoranda of understanding and other documents. Documents all U.S. bilateral science and technology agreements, programs and activities.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-33, item 11 **Date Edited:** 4/1/1999

A-16-052-02 Country Files

Description: Memoranda, reports, action memorandums, formal/informal memorandums, general correspondence, other agency documents, S and T Negotiating papers, briefing books, meeting reports, airgrams, memorandum of understanding and other documents. Documents the general activities and programs of all U.S. bilateral Science and Technology agreements in a specific country.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-33, item 12 **Date Edited:** 4/1/1999

A-16-052-03 Scientific and Technology Agreements Files - Arranged by country

Description: Memoranda, Circular 175 and related information, treaties, agreements and documents. Documents U.S. and International Scientific and Technology agreements.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-33, item 13 **Date Edited:** 4/1/1999

A-16-052-04 Background and Technical Agency Files - Arranged by agency

Description: Booklets, annual seminars, reports, technical publications, other agency documents. Documents programs and activities available by other agencies.

Disposition: Screen every 2 years. Destroy when no longer needed for informational or operational purposes.

DispAuthNo: N1-059-93-33, item 14 **Date Edited:** 4/1/1999

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A-16-052-05 Advisory Committee Files - Arranged by subject

Description: Memoranda, telegrams, advisory committee reports, annual tabular reports reference material, position papers, plans, programs, policies and other documents. Documents the activities and plans of the OES Advisory Committee.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-93-33, item 15

Date Edited: 4/1/1999
